TOPIC: HEALTH AND SAFETY	**SUBJECT:** Workplace Inspections (Daily)	**Code:** HS222
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PURPOSE: To maintain a safe workplace by monitoring all work locations on a daily basis to ensure conditions are safe and to ensure that the appropriate action is taken when necessary.

PROCEDURE:

A. General

1. A brief inspection of the workplace will be done by each employee at each work location on a daily basis. Employees must be aware of their surroundings and any potential safety risks.

2. The employee will immediately report any safety concerns, that they cannot correct themselves, to their Manager. Please refer to Policy HS020, Reporting a Health and Safety Hazard.

B. Inspection

Daily workplace inspections should include, but are not limited to the following:

- check if the driveway and sidewalks are snow covered or icy
- make sure there is no water on the floor
- check that the lights are in working order
- make sure there is nothing on the floor that can be tripped over
- potential risk of workplace violence
- check for anything that could create a potential safety hazard

2. If an unsafe condition is found, and it is one that the employee can deal with, they are required to correct the safety issue, i.e., put salt or sand on an icy sidewalk. Any action that an employee undertakes to correct a safety concern, will be recorded on the daily log sheet.